

Microsoft Teams

Microsoft Teams is cloud-based team collaboration software. It is available to all University staff and students and enables messaging, calls, video meetings, file sharing and collaboration within the software. This document gives an overview of how to set up and organise Teams.

Accessing and installing Microsoft Teams

Accessing Teams via the Internet

You can access Teams via your web browser through Office365 as follows:

- Open a browser and enter the address: <https://office365.leeds.ac.uk>.
- Login with your university credentials.
- Select the Teams tile (if the Teams tile is not visible, select All apps to find it).

Downloading the Teams app

If you are downloading the Teams app to your desktop computer at the University, you can use the Software Centre:

- On your university computer, use the search button  (a magnifying glass) and enter the search term 'Software Centre'.
- Select Applications at the left of the window and select Microsoft Teams.
- Select Install.

If you want to download Teams to a personal/home computer, go to <https://teams.microsoft.com/downloads> and follow the onscreen instructions for Teams on mobile devices

The Microsoft Teams app can be downloaded from the apple store for iOS and Play store for Android devices. Once downloaded, you will need to login with your university credentials.

Note: If you are using Teams on a personal device you must ensure that you have a password or pin protection on your device in order to comply with security and GDPR. Always ensure you sign out of Teams on your devices rather than just closing the app.

Sign out

When you have finished using Teams, it is recommended that you Sign Out rather than just closing the Teams app, particularly if you are using your own device.

- Select your profile icon (usually located at the top left of the screen) and select Sign Out.

Using Microsoft Teams for online chat, meetings and communication

As soon as you have access to Microsoft Teams you can immediately use it to communicate with staff and students.

In Microsoft Teams, the **Chat** functionality allows you to chat one-to-one, or with multiple people in a group chat. (Think of the Chat function in a similar way to setting up a Facebook Messenger or WhatsApp group.) You can also share files, and video or audio call someone in Teams Chat.

You can use the **Calls** function in Teams to make a video or audio call to staff and students, either one-to-one or as part of a group meeting. The Teams calls function is similar to Skype, FaceTime or Google Hangouts. You can make a call anytime, or you can schedule a call as part of a meeting. In a call you can share your screen and record the session.

Using Microsoft Teams for online collaboration in groups

Setting up a **team** within Microsoft Teams creates a shared space where you and other team members can work together on a project. You can also host meetings and invite external collaborators to join in your Team.

Within a team you can organise your conversations and files into different topic areas called **Channels**. In a Channel you can post messages and save files within Teams.

Setting up a team

To request a team to be set up, complete the form via [IT self-service](#). If you specify on the form that you are using the team for teaching, it will give you the option to upload a spreadsheet of the student email addresses if you would like IT to import them into the team. (You can add additional staff and students any time.). Any team request for use in teaching will be set up as a 'class' team, which gives you access to a Class Notebook within the team.

Once a team has been set up for teaching, extra guidance will be sent to the requestor, including links to LinkedIn learning training for Class Notebooks, Stream and Teams.